



## HOW TO REQUEST A WETLAND DETERMINATION

1. **LETTER:** Please use the form on the back of this page, filling it out completely. Alternatively, you may send us a brief, signed letter requesting a wetland determination and including the same information as listed on the form. We require original signatures; faxes are not acceptable.
2. **MAP:** We must be able to locate your property. Please accurately identify the property on a vicinity map (city or parish map, soil survey photo, USGS Quad map, etc.). Also, please provide property dimensions and if available, include a copy of your survey plat and a legal description.
3. **OPTIONAL DOCUMENTATION:** On cleared or sparsely wooded properties, photographs can greatly assist in the review process and often make a field visit unnecessary. We must see complete coverage of the property, including the ground cover and vegetation overstory. If the property is to be surveyed, we suggest waiting for the survey to be completed and including a copy with your request. This ensures that we will be able to locate the accurate boundaries of the property. Any other data you can include may help, such as land use or cropping history for past five years, drainage improvements, etc.
4. **PROCEDURE:** We will review all available data within our office and attempt to provide a quick, accurate response to your request. Many determinations require a field site visit, which always takes more time to complete.

### WAYS TO SPEED UP YOUR REQUEST:

- \* Fill out the request form in its entirety.
- \* Be specific in marking the property location on the vicinity map.
- \* Most of the delay on field determinations is due to problems in locating the precise property boundaries. It is important that these boundaries be clearly marked. In your request, identify adjacent landmarks such as existing structures, drainages, fences, or tree lines. If possible, provide precise distances from the nearest street corner. On densely overgrown sites we may ask that the property lines be recut.
- \* Some activities are exempt from permit requirements, even if they occur in a wetland. Be sure to identify your proposed activity or provide a brief description of the work.
- \* We are not always able to complete wetland determinations within the time constraints of a real-estate transaction, particularly when a site visit is required. If time is of the essence, you may wish to contact our office to discuss hiring a private consultant to furnish us with the field data concerning vegetation, soils, and hydrology, that we require for all jurisdictional decisions.

Mail this information to:

CEMVN-OD-SS  
ATTN: Chief, Surveillance & Enforcement  
U.S. Army Corps of Engineers  
Post Office Box 50267  
New Orleans, Louisiana 70160-0267

If you have any questions and would like to speak with a Corps of Engineers representative, please call (504) 862-2270.

To: CEMVN-OD-SS  
 Chief, Surveillance & Enforcement  
 U.S. Army Corps of Engineers  
 P.O. Box 60267  
 New Orleans, LA 70160-0267

Gentlemen:

- I am requesting a wetland determination on property described as:

(lot or tract #, subdivision name, street or highway, etc.)

- Parish: \_\_\_\_\_ Acreage: \_\_\_\_\_

- Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

- The subject property is: (check as many as applicable)  
☐ cleared ☐ wooded ☐ pasture ☐ agricultural field

- If cleared, for how long? \_\_\_\_\_ Providing photographs on cleared properties will often speed up the determination process.

- I have attached a survey/plat map of the property and a vicinity map identifying the precise property location.

- Description of proposed activity: (check as many as applicable)

- ☐ I currently own this property. ☐ I plan to purchase this property.
- ☐ I am a Real Estate Agent acting on behalf of \_\_\_\_ Owner or \_\_\_\_ Purchaser.
- ☐ I intend to construct a single family residence for personal use.
- ☐ I intend to develop a subdivision or construct a home for resale purposes.
- ☐ The property is to be used for commercial construction or activity.
- ☐ The property is to be used for agricultural purposes. If agricultural, are you a USDA Farm Participant? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Don't know
- ☐ Other: \_\_\_\_\_

- Date: \_\_\_\_\_ \*Signature: \_\_\_\_\_

\*THIS SIGNATURE AUTHORIZES A PHYSICAL INSPECTION OF THE SITE.

- Typed or printed name: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_